Postcards

Brief Summary:

The Postcards module allows visitors to your site to send an electronic postcard consisting of a image of there choice, a message, interests of the recipient and specify whether they want confirmation that the person has read the postcard. The management portion of the module allows you to upload pictures, sounds, and movies and place them in a category structure. It also allows you to view the statistics for individual items that have been uploaded such as the number of times view/used in visitors postcards.

Table Of Contents

Files and Commercial Components needed for Install

Database

Only one database is used with this component. It collects all information entered by the admin, and the users. The database is named Postcards.mdb and can be found in your original Postcards.zip that you received from Web Doodle, or a Web Doodle representative.

Place this database wherever you want to. Your DSN will be setup to relate to this database. Good file system structure dictates that all of your databases be placed in the same directory. This ensures no files are lost or misplaced.

Files

Files in folder Postcards:

> CreatePostcard.asp
> DeletePostcard.asp
> Example.asp
> Help.asp
> <u>Home.asp</u>
> InsertPostcard.asp
> PostcardFunctions.asp
> SendPostcard.asp
> ViewImage.asp
> ViewPostcards.asp

Files in folder Include:

Operation of Component

Visitors start by selecting the category they wish to view. After selecting a category they will find a list of resources that they can use in there postcard. They can click on the resource to see an enlarged version of it, or play it if its a movie or sound file. They then must give the postcard a title, create the message and set the signature. They can then select interests that they feel would be of interest to the recipient of the postcard. They then can select text and background colors for the postcard.

They would select preview and send postcard which will show them what there postcard will look like to the recipient. They can then edit the card again if they want to change it, send it, or delete it.

Administration

General Information:

This section will display the total number of postcards created, being created, and have been viewed since the system went online.

Categories:

This screen allows admins to create a category structure that there postcards will become available to visitors in. They create new sections by clicking on "Add Top Level Category" then giving that category a name. Admins can also edit the name for a category or delete the category and any sub-categories or file links by clicking delete for the category.

Admin can also create sub-categories by clicking on "Add Category" on the category they want to add a sub-category too. They can create any number of sub-categories to further separate and categorize the postcards into smaller usable pieces.

Admins can then start linking files that they have uploaded through the Resource Management section, by clicking on "Link Resource" for the category they want to add the resource too.

By default all new categories and linked resources are set to "Not-Active" indicated by the name of the resource or category being red in color, and thus won't be displayed to visitors. To activate a category or resource, and thus allow visitors to use these resources and categories, select "Activate" for the category or resource. The color of the resource or category will change to green to indicate that it is active.

This feature can be used to activate an entire new category section of the postcards, by only leaving the top-level category set to "Not Active" and the sub-categories and resources set to "Active". Then when the new section is completed all the admin need do is activate the top-level category, then it and all of its sub-categories will become active.

Interests:

The interests section allows admins to create a list of Interests that users can select as interests that the recipient may be interested in. Each interest may have one or more related links that are pertinent to that interest. Example, you could have an interest named "Golf" that has links to MTGolfing.com, The Montana Golf Association or links to section on your own web site.

Postcard Usage:

This section allows admins to look at a detailed listing of which resources and categories are in use by visitors of the site. This information can be used to determine which sections may need to be highlighted for additional images, or may indicate that a section just isn't popular enough to continue to maintain.

Interest Usage:

This section allows admins to see which interests are most often checked during the creation of a postcard. This number can help to determine which section of the site may need additional information, or a better layout to attract or entertain new visitors.

Resource Management:

This section allows admins to upload new images, movies and sounds to the Postcard system for use by visitors when creating postcards. Each resource has a title, caption, author/photographer, and media type (Image, Sound, Movie), and also must have a thumbnail image, and then the full size image or movie/sound clip.

Each resource can then be linked to the previously described category manager in multiple places, so that if a resource could be in multiple location on the structure, it only needs to be uploaded once.

Common or Possible Errors

Error. Cannot create object

Fix.   The email component **ASPMail** is not installed. Install the appropriate component for your package. Contact Web Doodle, LLC to find out the component you need.

Error. Data source name not found and no default driver specified

Fix.   The DSN you entered is incorrect or you did not enter a System DSN. Check your spelling on the System DSN you entered in 2a or follow the steps in 2a to setup a System DSN.

Please send any further questions, comments, or suggestions to:
http://www.webdoodle.net/Feedback.asp

connObj_Postcards_Open.asp and connObj_Postcards_Close.asp, will be

Files in folder Admin\postcards\, by subdirectory:

Root:

    Home.asp
    GeneralInfo.asp
    ViewResource.asp

Categories:

    ActivateCategories.asp
    AddCategory.asp
    Basic.htm
    Builder.htm
    Categories.css
    Category.gif
    DeleteCategory.asp
    EditCategory.asp
    EditLinkedResource.asp
    False.gif
    Home.asp
    Image.gif
    InputCategory.asp
    InsertLinkedResource.asp
    LinkResource.asp
    List.js
    Movie.gif
    Sound.gif
    True.gif
    UpdateCategory.asp
    UpdateLinkedResource.asp

FileManage:

    Categories.css
    ConfirmDeleteResource.asp
    DeleteResource.asp
    EditResource.asp
    InsertResource.asp
    NewResource.asp
    SelectResourcetoDelete.asp
    SelectResourcetoEdit.asp
    UpdateResource.asp

Interests:

    AddHyperlink.asp
    AddNewInterest.asp
    DeleteHyperlink.asp
    DeleteInterest.asp
    EditHyperlink.asp
    EditInterest.asp
    Error.asp

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Home.asp
UpdateInterest.asp

Usage:

Home.asp
InterestUsage.asp

Commercial Components

ASPMail (http://www.serverobjects.com) component is supported.
ImageSize or ASP Image (http://www.serverobjects.com) component is supported.

Installation of Component

DSN Setup

DSN Setup is simple. Perform the following steps to ensure success.
1. Press the Start button in Windows (9x or NT)
2. Select Settings
3. Select Control Panel and Click
4. In the Control Panel, Double Click "ODBC Data Sources"
5. Select the second Tab from the left labeled "System DSN"
6. Press the "Add" button
7. Select "Microsoft Access Driver (*.mdb)" and press "Finish"
8. In the field labeled "Data Source Name" enter "Postcards"
9. In the field labeled "Description" enter a descriptive explanation of this DSN. Something like: "The Postcards component for our Web Site" would work just fine.
10. Under the "Database" section of the same window, press the "Select" button
11. Use the dialog box that pops up to navigate to the database "Postcards.mdb"
12. Select "Postcards.mdb" and press the OK button
13. The dialog will disappear and leave you at the "ODBC Microsoft Access" window. Press the "OK" button.

Your DSN is now set up. The window labeled "ODBC Data Source Administrator" should now display "Postcards" under the Name column. You are done with this step.

File Preparation

All files mentioned in "Files and Commercial Components needed for Install – Files" should be present. These include:
All the files in the folder "Postcards" and the two files (connObj_Postcards_Close.asp and connObj_Postcards_Open.asp) in the root of the zip.

These files need to be setup as follows.

A directory named "Postcards" needs to be created in your Web Site's Admin directory. Place in this directory all the files from the folder "Postcards".

A directory named "include" needs to be created in your Web Sites Root directory. Place in this directory the files named connObj_Postcards_Open.asp and connObj_Postcards_Close.asp.

Guestbook

Brief Summary:

The Guestbook module allows visitors to your site to fill out a form that can collect contact information about the visitor, there interests as they relate to Montana, and what information they want to send to you. The management portion of the module allows you to set whether someone receives these submissions via email, what the text of that email is, testing the system, and exporting the records to a comma delimited file.

Table Of Contents

Files and Commercial Components needed for Install

Database

Only one database is used with this component. It collects all information entered by the admin, and the users. The database is named Guestbook.mdb and can be found in your original Guestbook.zip that you received from Web Doodle, or a Web Doodle representative.

Place this database wherever you want to. Your DSN will be setup to relate to this database. Good file system structure dictates that all of your databases be placed in the same directory. This ensures no files are lost or misplaced.

Files

Files in folder Guestbook:

> Home.asp
> Guestbook.asp
> Submitted.asp

Files in folder Include:

connObj_Guestbook_Open.asp and connObj_Guestbook_Close.asp, will be

Files in folder Admin, by subdirectory:

Root:
> Home.asp

Instructions:

       Home.asp

SendTestReturnEmail:

       Home.asp
       SendTestReturnEmail.asp

TextExport:
       Home.asp
       TextExport.Asp

SendViaEmail

       Home.asp
       UpdateSendViaEmail.asp

Commercial Components

ASPMail (http://www.serverobjects.com) component is supported.

Installation of Component

DSN Setup

DSN Setup is simple. Perform the following steps to ensure success.
1. Press the Start button in Windows (9x or NT)
2. Select Settings
3. Select Control Panel and Click
4. In the Control Panel, Double Click "ODBC Data Sources"
5. Select the second Tab from the left labeled "System DSN"
6. Press the "Add" button
7. Select "Microsoft Access Driver (*.mdb)" and press "Finish"
8. In the field labeled "Data Source Name" enter "Guestbook"
9. In the field labeled "Description" enter a descriptive explanation of this DSN. Something like: "The Guestbook component for our Web Site" would work just fine.
10. Under the "Database" section of the same window, press the "Select" button
11. Use the dialog box that pops up to navigate to the database "Guestbook.mdb"
12. Select "Guestbook.mdb" and press the OK button
13. The dialog will disappear and leave you at the "ODBC Microsoft Access" window. Press the "OK" button.

Your DSN is now set up. The window labeled "ODBC Data Source Administrator" should now display "Guestbook" under the Name column. You are done with this step.

File Preparation

All files mentioned in "Files and Commercial Components needed for Install – Files" should be present. These include:
All the files in the folder "Guestbook" and the two files (connObj_Guestbook_Close.asp and connObj_Guestbook_Open.asp) in the root of the zip.

These files need to be setup as follows.

A directory named "Guestbook" needs to be created in your Web Site's Admin directory. Place in this directory all the files from the folder "Guestbook".

A directory named "include" needs to be created in your Web Sites Root directory. Place in this directory the files named connObj_Guestbook_Open.asp and connObj_Guestbook_Close.asp.

Operation of Component

Filling out the Guestbook requires a user to fill out a basic form that includes there name, email, a message field, and any interests they may have. They can also decide whether they want a printed Travel Packet sent to them and if so which one.

Administration

Send Test Return Email

This form allows admins to send a "test" email to any specified email address.

Text Export

This form allows admins to create a comma delimited text file of all of the Guestbook's they have received from visitors of the site. They can then determine which fields they want in the export. Admins can also only export Guestbooks between certain dates or between certain record numbers.

Guestbook Creation Instructions

Instructions for how to setup the Guestbook files.

Send Guestbook Results Via Email

This section allows admins to decide whether guestbook submissions should be sent via email to someone, and if so to who.

Common or Possible Errors

Error. Cannot create object
Fix. The email component **ASPMail** is not installed. Install the appropriate component for your package. Contact Web Doodle, LLC to find out the component you need.

Error. Data source name not found and no default driver specified
Fix. The DSN you entered is incorrect or you did not enter a System DSN. Check your spelling on the System DSN you entered in 2a or follow the steps in 2a to setup a System DSN.

Please send any further questions, comments, or suggestions to:
http://www.webdoodle.net/Feedback.asp

Feedback

Brief Summary:

The feedback module allows visitors to your site to fill out a form that can collect information about the visitor, and what information they want to send to you as well as categorize it into useful groups. The management portion of the module allows you to determine what groups of information you want (Web Site Bugs, Requesting Additional Information, etc.), set who receives these requests via email (and can then respond to them), and what type of automated response you'd like.

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<u>Files and Commercial Components needed for Install</u>

Database

Only one database is used with this component. It collects all information entered by the admin, and the users. The database is named feedback.mdb and can be found in your original feedback.zip that you received from Web Doodle, or a Web Doodle representative.

Place this database wherever you want to. Your DSN will be setup to relate to this database. Good file system structure dictates that all of your databases be placed in the same directory. This ensures no files are lost or misplaced.

Files

Files in folder Feedback:

> <u>Home.asp</u>
> Feedback.asp
> Submitted.asp

Files in folder Include:

connObj_Feedback_Open.asp and connObj_Feedback_Close.asp, will be

Files in folder Admin, by subdirectory:

Root:
> <u>Home.asp</u>

Instructions:

Home.asp

ModifyFeedbackTypes:

Home.asp
ProcessFeedbackTypes.asp

SendTestReturnEmail:

Home.asp
SendTestReturnEmail.asp

TextExport:
Home.asp
TextExport.Asp

Commercial Components

ASPMail (http://www.serverobjects.com) component is supported.

Installation of Component

DSN Setup

DSN Setup is simple. Perform the following steps to ensure success.
1. Press the Start button in Windows (9x or NT)
2. Select Settings
3. Select Control Panel and Click
4. In the Control Panel, Double Click "ODBC Data Sources"
5. Select the second Tab from the left labeled "System DSN"
6. Press the "Add" button
7. Select "Microsoft Access Driver (*.mdb)" and press "Finish"
8. In the field labeled "Data Source Name" enter "Feedback"
9. In the field labeled "Description" enter a descriptive explanation of this DSN. Something like: "The Feedback component for our Web Site" would work just fine.
10. Under the "Database" section of the same window, press the "Select" button
11. Use the dialog box that pops up to navigate to the database "Feedback.mdb"
12. Select "Feedback.mdb" and press the OK button
13. The dialog will disappear and leave you at the "ODBC Microsoft Access" window. Press the "OK" button.

Your DSN is now set up. The window labeled "ODBC Data Source Administrator" should now display "Feedback" under the Name column. You are done with this step.

File Preparation

All files mentioned in "Files and Commercial Components needed for Install – Files" should be present. These include:
All the files in the folder "Feedback" and the two files (connObj_ Feedback _Close.asp and connObj_Feedback_Open.asp) in the root of the zip.

These files need to be setup as follows.

A directory named "Feedback" needs to be created in your Web Site's Admin directory. Place in this directory all the files from the folder "Guestbook".

A directory named "include" needs to be created in your Web Sites Root directory. Place in this directory the files named connObj_Feedback_Open.asp and connObj_Feedback_Close.asp.

Operation of Component

Filling out the feedback requires a user to fill out a basic form that includes there name, email, a message field, and the category they are submitting feedback about.

Administration

Modify Feedback Types

This form allows administrators to add, edit and delete feedback groups.

Add:

To add a new feedback group, fill out the form, and click insert.

Edit:

To edit a feedback group, find the feedback group in the top of the table and select it by clicking on its title. It will then be displayed in the form below. You can then change any of the details, then click update.

Delete:

To delete a feedback group, find the feedback group in the top of the table and select it by clicking on its title. It will then be displayed in the form below. You can then delete it by clicking the delete button at the bottom of the form.

Send Test Return Email

This form allows admins to send a "test" email to any specified email address. As each feedback type (grouping) can send a different email there is a drop down to determine which type to send.

Text Export

This form allows admins to create a comma delimited text file of all of the Feedback's they have received from visitors of the site. They can then determine which fields they want in the export. Admins can also only export feedbacks between certain dates or between certain record numbers.

Feedback Creation Instructions

Instructions for how to setup the feedback files.

Common or Possible Errors

Error. Cannot create object
Fix. The email component **ASPMail** is not installed. Install the appropriate component for your package. Contact Web Doodle, LLC to find out the component you need.

Error. Data source name not found and no default driver specified

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